



DD/M&S 73-1766  
21 MAY 1973

DD/A Registry  
File 04M

MEMORANDUM FOR: Executive Secretary,  
CIA Management Committee

FROM : Deputy Director for Management and Services

SUBJECT : Agency Newsletter

1. This memorandum contains a proposal for the establishment of a series of Employee Bulletins for distribution to Agency personnel outside the headquarters area. The purpose of the bulletins is to provide these personnel with information of a nonregulatory, nonofficial nature. The recommendation for approval is contained in paragraph 4.

2. a. Over the years there has been a perennial complaint on the part of employees away from headquarters that they were not being informed about matters of general interest, such as benefits and services, legislation affecting Agency employees, programs and activities of general interest, and other matters that are common knowledge around headquarters but for some reason seldom reach the field.

b. Top management has been aware of this problem, and to help keep field personnel informed of headquarters developments, they have made it a point to brief these employees during TDY trips abroad. In order to formalize the information flow to field personnel, Colonel White, in February 1957, initiated the Support Bulletin. This publication lasted for almost 14 years, and during this time forty bulletins were published.

c. From the onset, however, the Support Bulletin was beset with problems. The selection of items was not formalized, locating employees who were willing and able to write articles was difficult and articles that were written often became bogged down in the coordination process and were often out of date when published. Moreover, the Plans (Operations) Directorate believed that the security and cover problems surrounding such a publication, and the possible embarrassment to the U. S. Government should a bulletin be compromised, far outweighed its usefulness. Because of this, some of the issuances were never sent overseas. Bulletin [ ] prepared by a committee which worked for almost one year on its preparation, was perhaps the most ambitious of all the bulletins, and had the personal attention of the Deputy Director for Support (DD/M&S). This bulletin, however, was not considered acceptable for overseas distribution. Because this and other bulletins were not sent overseas, the DD/S saw no need to continue the Support Bulletin program.

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d. The need for a newsletter for distribution outside headquarters, however, remains. To date, we have not been able to devise a publication that would be helpful to employees, and at the same time meet the prerequisites of all parties concerned.

3. a. In view of the problems cited in paragraph 2c above, I would not recommend the re-establishment of the Support Bulletin, particularly because of the problem of timeliness. I believe these problems can be solved, however, by a separate issuance for each information item, as we are currently doing in the headquarters Employee Bulletin

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Executive Secretary, CIA Management Committee [ ]	11/29	—		
2	DDMS (Per 19 Nov Management Committee meeting)				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> Bill: <p>Although not indicated in my attached memorandum, you may, however, want a consensus of the Management Committee before sending the Headquarters Notice establishing the Employee Bulletin to the DCI for signature.</p> <p>I have attached single copies of the old Support Bulletin for your information. These are the only non-record copies available.</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <p style="text-align: center;">Harold</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Deputy Director for Management and Services [ ]				21 MAY 1973	
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# *EMPLOYEE BULLETIN*

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23 April 1973

## COST-OF-LIVING ANNUITY INCREASE

1. Both the Civil Service Retirement Act and the Central Intelligence Agency Retirement Act contain provisions for adjustments in annuity when the cost-of-living, as reflected in the Consumer Price Index (CPI), equals a rise of at least three percent for three consecutive months over the CPI for the base month. The current base month is April 1972. The CPI level needed to trigger a cost-of-living increase is 128.1.

2. The CPI for the month of February reached a level of 128.6 and for March reached a level of 129.8, which is 4.4 percent over the base month used in calculating the cost-of-living annuity increase. If the CPI for the month of April remains at or above the level needed to readjust the annuity, an automatic cost-of-living annuity increase will become effective on 1 July 1973 for present annuitants and those who retire by 30 June 1973. A cost-of-living increase seems assured. The amount will be at least 5.4 percent (4.4 percent plus one percent authorized by legislation in October 1969). Should the CPI for April reach a level higher than that reported for the month of March, the cost-of-living increase will be above 5.4 percent. The CPI for April will be released about 21 May 1973.

3. Eligible employees contemplating retirement should consider whether it would be to their advantage to exercise the option to retire by 30 June. Their decision, of course, would be contingent upon the granting of the anticipated cost-of-living increase. Eligible employees who might wish to retire by 30 June 1973 should contact the Retirement Affairs Division as early as possible to provide sufficient lead time to review service records and prepare estimated annuities.

DISTRIBUTION: ALL EMPLOYEES

# Headquarters EMPLOYEE BULLETIN

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8 January 1973

## EDUCATIONAL AID FUND SCHOLARSHIP ASSISTANCE

1. Application forms for Educational Aid Fund (EAF) scholarship assistance are now available. The purpose of the fund is to provide financial assistance to qualified dependent children of Agency employees. All such assistance is awarded on a competitive basis and is given in the form of grants and interest-free loans. Because of the limited funds available, only a small number of those applying can receive assistance.

2. The EAF Board of Trustees will consider applicants for attendance at vocational schools, junior colleges, and other post-high school institutions, as well as attendance at four-year colleges. Contributions received from Agency employees will be distributed in the form of interest-free loans. This is to ensure that the greatest possible use is made of employee donations to EAF. The EAF Selection Committee will recommend to the Board of Trustees the appropriate form of assistance. At the Selection Committee's discretion, it will recommend a grant when unusual financial problems exist, or a loan when the prospects are that the recipient can make repayment. In the case of loans, repayment arrangements will be negotiated to suit an individual's financial means.

3. The Board of Trustees meets each spring to review the recommendations of the Selection Committee. The applicants are not identified when their applications are reviewed by the committee and the board. The primary factors in determining eligibility for scholarship aid are the applicant's scholastic record, motivation, and financial need. Selection is based on the applicant's academic achievement as indicated by his secondary school record and College Board scores, on recommendations from his high school faculty, on an essay written by the applicant, and on a statement of his parents' financial means. In addition, applicants will be expected to contribute to their educational expenses through part-time work during the summer or by qualifying for other scholarship aid.

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4. Four special grants are given each year:

The Matthew Baird Award is given to the applicant who has best demonstrated unusual motivation through self-help.

The John A. McCone Award is given to the applicant whose financial need is particularly significant.

The Frank G. Wisner Scholarship is given on the basis of outstanding academic and personal achievement.

The Lawrence K. White Award, a newly established grant, is designated to be awarded to a young person who has demonstrated unusual leadership qualities.

5. All applicants for scholarship assistance will be considered for one of the aforementioned special grants. An employee whose financial situation is such that his son or daughter may not desire to apply for a grant where financial need is a factor, may apply for The Frank G. Wisner Scholarship. In this case only, a financial statement is not required.

6. Two hundred and seventy-nine scholarship grants or loans totaling \$141,100 have been awarded during the eight years that EAF has been in operation. Most of these grants or loans have been for \$500. EAF received \$17,200 in contributions during the 1972 Consolidated Fund Drive. These funds, in addition to other contributions received outside for annual fund drive period, will provide assistance for students for the 1973-74 academic year.

7. Employees who are interested in applying for EAF assistance for their children are encouraged to call the Executive Secretary, extension  or obtain application forms in Room 5-E-11, Headquarters Building. The due date is 1 April 1973 and strict adherence to this date is important as no consideration will be given to late applications. Personnel are urged to ensure that all forms are filled out completely to avoid having them returned.

8. In addition to EAF's regular scholarship assistance, there is a separate scholarship fund to be used for study at the Massachusetts Institute of Technology. The donors who established this fund stipulated that dependents of employees of the Plans Directorate are to be given preference, although children of employees in other directorates are also eligible. The MIT scholarship requires applicants to certify that they have applied for admission to, or are currently attending, MIT before they make application for scholarships. Applicants must also at the same time apply for financial aid from MIT in order to cover our scholarship grant. Full details may be obtained by calling extension  A memorandum requesting consideration for an MIT scholarship must be received no later than 31 January 1973.

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## Headquarters

## EMPLOYEE BULLETIN

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26 March 1973

## PERSONNEL REDUCTIONS

1. The Agency is presently declaring approximately 700 employees excess. This activity is necessary to supplement the normal attrition to achieve the required personnel levels in FY 74. Employees have been selected to be declared excess because their functions or skills in the Agency are no longer applicable. Further, it will continue to be Agency policy to declare excess those employees whose skills are no longer required if such employees cannot be retrained to perform other duties.

2. Employees declared excess will be instructed to report to the Office of Personnel where their appeal rights in [redacted] will be fully explained. At this time their entitlement to voluntary or involuntary retirement or separation compensation, as the case may be, will also be covered in detail. Each case will be reviewed by the Director of Personnel with a view towards placing the individual elsewhere in the Agency at the same or lower grade. Every effort will also be made to help the employee find outside employment.

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[redacted]  
HAROLD L. BROWMAN  
Deputy Director  
for  
Management and Services



# Headquarters EMPLOYEE BULLETIN

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26 March 1973

## RETIREMENT UNDER THE CIA RETIREMENT AND DISABILITY SYSTEM

1. This announcement is for the information of those Agency employees who are participants in the CIA Retirement and Disability System.

2. The number of retirements other than for disability which can occur under the CIA Retirement and Disability System is limited by specific provision in the law, commonly referred to as quota. The current quota period began on 1 July 1969 and ends on 30 June 1974, and no more than 800 retirements other than for disability can be authorized during that quota period. Thereafter, the present law does not limit the number of retirements which can be approved.

3. Because of the unanticipated large number of retirements to date, quota is no longer available. The Agency is seeking additional quota for the period up to 30 June 1974.

4. The Retirement Affairs Division will continue to receive applications for retirement from CIA Retirement and Disability System participants; but until quota relief is obtained, these retirements cannot be processed.

5. Despite our hope for resolution of the quota problem through the legislative process, we have developed and continue to refine a number of alternative plans. These plans are complex and none are entirely satisfactory. No decision has yet been reached on an alternative course of action.

6. As soon as additional information is obtained concerning the quota situation, we will issue an appropriate announcement.

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HAROLD L. BROWNMAN

Deputy Director

for

Management and Services

DISTRIBUTION: ALL EMPLOYEES

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# Headquarters EMPLOYEE BULLETIN

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13 December 1972

## VOLUNTARY INVESTMENT PLAN

The Board of Trustees of the Voluntary Investment Plan has approved two administrative changes which are effective immediately:

1. Restrictions on withdrawals of partial equities will henceforth be computed on the basis of dollar amounts rather than by numbers of shares, i.e., \$5 for each biweekly pay period of membership in lieu of the shares purchased with such \$5 amounts each pay period. This change was necessary to simplify record-keeping procedures. It will not have an adverse effect on a member's past or future investments nor will it significantly alter other VIP administrative procedures. Quarterly statements will no longer identify any portion of shares owned as being restricted. When revisions of computer programs now in process are completed, the quarterly statement will reflect the cumulative number of biweekly pay periods of membership. Thus, the restriction on partial withdrawals can be computed by multiplying the number of pay periods by \$5 (the minimum payment for one biweekly pay period).

2. A member's entitlement to purchase additional shares up to 10% of his base pay will now be computed from the date of his initial membership in VIP rather than only for those pay periods for which he makes a contribution. This will simplify the procedures for participants who cannot use payroll allotments. In the future such persons will no longer be required to make payments at prescribed intervals but instead may make payments at intervals of their own choosing. Quarterly statements will continue to reflect amounts of current eligibility for additional contributions on the basis of present concepts until the revision of computer programs now in process is completed.

DISTRIBUTION: ALL EMPLOYEES